

1 February 1957

CONFIDENTIAL

Suggestion No. 2608

Date of Suggestion: 16 October 1956

25X1A

DD/I/OBI, Publication Division Illustrator
GS-6

A. Summary of the Suggestion:

Suggester proposed a mimeographed Border Information form for use at the end of the National Intelligence Survey Sections. This form has increased reading legibility and proofreading is accomplished very rapidly.

B. Evaluation of the Concerned Office:

Chief, Publication Division, OBI on 15 November 1956 made the following statement:

"The form recommended in this Employee Suggestion has been in use in this Division for approximately 1½ years.

"It is felt that the estimate of savings included in the suggestion is very realistic and as nearly accurate as can be determined. These savings have resulted in increased output at the same cost."

C. Recommendation of the Executive Secretary:

Approval. Award of \$30 based on tangible savings of \$600 per year. (Savings of 240 hours x \$2.50 per hour)

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